

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees

Held via Videoconference

January 11, 2022 at 7:00 p.m.

Committee Co-Chair Rapisand opened the Planning and Operations Committee Meeting at 7:00 p.m.

ROLL CALL

Trustees Present: Co-Chairs Josh Kiem and Lauren Rapisand; Karen Burkum, Alexandra Hanba, Danielle Powers, Gregg Rusk, David Somheil, Joseph Steinfelds, Deepika Thiagarajan

Trustees Absent: None

Others Present: Joanna Bertucci, Library Director; Angela Berger, Lauren Bochat, and Alyson Doubek, Library staff; Roxy Poluchowicz, Rich Antonini and William Marcus, Computer View, Inc. staff

PUBLIC COMMENT: None

Trustee Hanba made a

MOTION: to approve the minutes of December 14, 2021

Trustee Powers seconded the motion.

Roll Call Yes: Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfelds, Thiagarajan

Abstain: Burkum

Motion passed

CYBER SECURITY PRESENTATION – CVI

Ms. Poluchowicz of CVI delivered a presentation to the Committee which provided a history of the development of ransomware and detailed the mitigation strategies in use and the many levels of security built in to protect the Library's network. Trustee Rapisand thanked CVI for the presentation stating that it did a thorough job of explaining what CVI does to protect the Library's network.

COVID-19 UPDATE

Director Bertucci noted that once again, the Library has pivoted in response to a surge in cases by moving almost all programming to a virtual platform. She also noted that the annual Preschool Fair which was planned for January has been postponed until February and that volunteers have been paused at this time.

Trustee Steinfelds asked in the Library has established triggers for responding to the current surge. Director Bertucci explained that as long as there is adequate staffing for the building, the Library will remain open, unless there is a mandated closure.

PURCHASE OF MARKETING OFFICE FURNITURE

Director Bertucci explained that when the Library renovation was completed, the workstations in the Marketing office were not replaced. The packet includes a proposal for replacement of the two workstations with furnishings that will match other staff workstations in the building.

Trustee Somheil asked why only one quote was obtained and Director Bertucci replied that the other furnishings in the building were obtained through LFI and her goal was to have identical furniture for the Marketing office.

Trustee Powers asked about disposal of the existing furniture and Director Bertucci replied that it would be disposed of by offering it to other libraries through the RAILS List Serve. Trustee Kiem inquired about the payment of prevailing wage on the installation and Director Bertucci said that she will confirm this with LFI.

Trustee Hanba made a

MOTION: To approve the purchase of Artopex furniture from Library Furniture International, in the amount of \$5,767.00

Trustee Thiagarajan seconded the motion.

Roll Call Yes: Burkum, Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfelds, Thiagarajan

Motion passed

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PURCHASE OF EXTERIOR LIBRARY MATERIALS RETURN

Included in the packet is a quote from Kingsley for the purchase of a new materials return unit. Director Bertucci stated that the Friends of the Library have generously agreed to fund the purchase of this unit. The purchase is being brought to the Committee as it exceeds the Library Director's spending authority. This drop will replace the two that previously existed as two drops are no longer necessary given the sorter in Patron Services that automatically sorts materials.

Trustee Somheil made a

MOTION: To approve the purchase of a Kingsley 60-C Series exterior library materials return unit in the amount of \$5,217.90

Trustee Rapisand seconded the motion.

Roll Call Yes: Burkum, Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfels, Thiagarajan

Motion passed

POLICY REVIEW

Co-Chair Rapisand directed the Committee's attention to the memo included in the packet that summarizes the policies that were reviewed this month and the recommended changes proposed. Ms. Rapisand solicited questions and comments from the trustees about the suggested changes. There were no comments or suggestions with regard to the following policies: Programs, Paging Patrons, Library Materials Depositories, Test Proctoring and Little Free Libraries.

Discussion ensued regarding the Business Organizations in the Library policy. Trustee Rapisand explained that the policy was initially adopted in 2016 and that the rationale behind it may no longer be relevant. She stated her opinion that the policy is no longer necessary now that fees have been removed and that necessary provisions of this policy could be included in the policy governing patron conduct in the Library.

Trustee Steinfels and Trustee Kiem agreed that the proposed language was intended to provide staff with both guidance and empowerment to address circumstances as they might occur going forward. It was agreed that it is not the Library's goal to monitor what individuals are doing while in the Library but that staff should have the ability to address any cases where a patron's use of the Library is disruptive to others. After further discussion, the Committee directed Director Bertucci to add salient points from this proposed policy to existing policy IF1 - Conduct in the Library and bring this updated policy for review by the Committee at the February, 2022 meeting.

Trustee Hanba explained that review of the City of Park Ridge Employee Manual and the Library's Appendix to the City of Park Ridge Employee Manual was completed by Trustees Power and Hanba along with Ms. Bertucci and Ms. Doubek. The Library adheres to the City's policy statements unless otherwise noted in the Library's appendix. Director Bertucci suggested adding a paragraph to a revised version of the Library's Appendix that clarifies the Library's relationship to the City. Ms. Bertucci will forward this paragraph to members of the Committee for their review.

Trustee Rapisand made a

MOTION: To approve revisions to the following on the Consent Agenda at the January 18, 2022 Regular Library Board meeting: Programs, Paging Patrons, Library Materials Depositories, Test Proctoring, Little Free Libraries and Library Appendix to the City of Park Ridge, IL Employee Manual

Trustee Burkum seconded the motion.

Roll Call Yes: Burkum, Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Steinfels, Thiagarajan

Motion passed

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MONTHLY STATISTICAL REVIEW AND DISCUSSION

At the December, 2021 Planning and Operations Committee of the Whole meeting trustees discussed which aspects of monthly statistical reporting were most important to them as useful indicators of the Library's performance and to aid in decision making at the Board level. Director Bertucci presented an updated statistical report format for the Committee's review.

The monthly dashboard has been updated to include current and prior month's data as well as 2019 and 2020 YTD comparisons. Per capita data has been added to the bottom of the dashboard. Charts indicating circulation trends have been developed and appended to the monthly dashboard. The charts look at circulation data in three scenarios: 5 Year Circulation by Month, 5 Year Physical vs Digital Circulation and 5 Year Circulation Trend. Also added was a chart showing the Library Fund 12-month cash balance.

Trustee Kiem thanked Director Bertucci for these updated reports and stated that this information provides answers needed and also provides assurance that operating statistics are being monitored and evaluated. Trustee Somheil suggested that a trend line for the six month reserve be added to the Library Fund Cash Balance chart be added.

Also at the December, 2021 COW meeting, the trustees expressed a desire to be able to compare the performance of the Park Ridge Library with similarly situated libraries. Director Bertucci explained that she had developed a group of comparable libraries by using 2020 Census Data to find communities that are comparable to Park Ridge on a number of demographic criteria; Glen Ellyn, Wheaton, Grayslake and Glenview resulted from this analysis.

Discussion ensued about libraries that are comparable to Park Ridge as indicated above and those who might be perceived as geographic competitors for Park Ridge given their physical proximity. Director Bertucci stated that comparisons with comparable libraries will be done annually prior to the beginning of the budget cycle each year.

Trustee Kiem adjourned the meeting at 8:46 p.m.